
B. DETERMINING MONTHLY HOURS OF CARE

WORKER RESPONSIBILITIES

1. Determine monthly hours needed according to the schedules listed on the application or provided by the consumer. Review the following:
 - a. The number of hours the consumer is working or involved in other WorkFirst activities (including travel and study time);
 - b. The ability and availability of the second parent in the family to provide care;
 - c. The child's school or Head Start / ECEAP schedule; and
 - d. The consumer's need for sleep time, if applicable (according to WAC 388-290-0040).
2. When the consumer consistently works the same number of hours per day, five days per week, multiply the number of hours per day by 22 to arrive at the total monthly hours (22 being the average number of work days in a month). This method is also used to figure total monthly hours for in-home / relative care.

EXAMPLE

Care is consistently needed 5 days per week, 5 hours per day (includes travel time). Five hours a day X 22 equals 110 hours per month.

3. When a consumer consistently works 10 hours per day, 5 days per week and is using in-home / relative care, automatically authorize 230 hours per month (10 hours per day X 22 days a month only equals 220 hours). Authorizing 230 hours allows for variations in the actual number of work days per month (19-23). There is no need to make monthly adjustments to this total.
4. The maximum number of hours authorized for in-home / relative care is 230 hours per month. When a consumer requires more than 230 hours per month of in-home / relative care, see Payments F. - Rate Structure "Special Requirements".

5. When the consumer's schedule is five days or less per week and the daily hours are inconsistent, multiply the number of hours per week by 4.3 to arrive at total monthly hours.

EXAMPLE 1

Care is consistently needed 3 days per week. The consumer works an average of 9 hours on Monday, 6 hours on Tuesday and 8 hours on Wednesday. (These hours include travel time).

Compute monthly hours as follows:

$$\begin{array}{rcl} 9+6+8 & = & 23 \text{ total hours per week} \\ & \times & \underline{4.3 \text{ weeks}} \\ & = & 98.9 \text{ total hours per month} \end{array}$$

Round up to **99** hours per month. Always round up to the next whole number.

EXAMPLE 2

John works "on-call". His work hours vary significantly. He submits weekly pay stubs for the past 2 months that show the following total hours:

Month 1	Month 2
12	22
+ 15	+ 19
+ 20	+ 20
+18	+ 22
= 65	= 83

$$\begin{array}{rcl} 65 + 83 & = & 148 \text{ total hours} \\ & \div & \underline{8 \text{ weeks}} \\ & = & 18.5 \text{ hours per week} \\ & \times & \underline{4.3 \text{ weeks per month}} \\ & = & 79.55 \text{ hours per month} \end{array}$$

Rounding up to the next highest number = **80**

The authorization is based on 80 hours per month, plus any travel and/or sleep time needed and the child's schedule.

6. Averaging monthly totals may not be possible due to partial months of care and changes in schedules. Add separate monthly totals and authorize according to the following example.

EXAMPLE

The consumer starts work on August 10th, and child care is required through September 3rd, 9 hours per day, 5 days per week. On September 4th, hours will change to 2.5 hours per day because the child starts school. Make separate monthly calculations as follows:

August

From Aug. 10th to 31st
9 hours per day
x 16 days
= 144 hours for August

(or full-time, so authorize 22
units)

September

From Sept. 1st to 3rd
9 hours per day
x 3 days
= 27 hours
From Sept. 4th to 30th
2.5 hours per day
x 20 days
= 50 hours
27 + 50 = 77
= 77 hours for September

(or half-time)

7. Re-evaluate the hours needed when there are changes in the consumer's, child's, or other parent's / adult's schedule.

Determining The Length Of The Authorization Period

The maximum eligibility period for WCCC is six months. Payment authorizations can be for periods of less than six months. Authorize child care for less than six months when:

1. The consumer's employment history is unstable or is expected to be short term;
or

2. The amount of authorized child care is expected to change,

EXAMPLE

Susan and Tom are both employed and they have three children. Susan has very steady employment, but Tom's work history shows that his jobs usually last for no more than 2-3 months. Because Tom's work history has been unsteady, the AW should authorize child care for no more than 2-3 months.